



INSTALLATION GUIDELINES FOR NON-ADMINISTRATIVE TEMPORARY INTERIM SPACES (Portable Classrooms)

Over the years the Department of Education has received many requests for information concerning the proper installation of temporary portable classrooms ("portables").

The Department has questioned experts who deal with all aspects of portables: manufacturers, installers, state/local code enforcement personnel, and school system maintenance personnel, and have developed the following guidelines.

These guidelines are not all inclusive, but are an attempt to highlight important considerations when installing temporary portables.

GETTING STARTED

It is important for the school system to contact the local Code Enforcement Office and Fire Chief at the onset to determine what codes are recognized and required by local jurisdiction and to apply for the local building permit, if required. As a minimum, the Maine Department of Public Safety will require the applicant to complete: 1) an Application for Construction Permit, and 2) an Application for Barrier-Free permit. Both applications must include the following information: The design professional (Maine P.E.), and the General Contractor's name. A building construction blueprint must accompany the application(s). The blueprint shall show conformity with NFPA 101 and ADA. It shall show locations of fire alarm devices as well as means of egress, and fire ratings/construction details. The applicant shall include a site plan showing the classroom building in relation to the existing structures, fire lanes and setbacks. The applicant shall also include a Maine P.E. stamped drawing showing handicap ramp(s) and emergency egress steps as required for ADA compliance for the Barrier-Free permit. Both applications shall be submitted to the Maine Department of Public Safety, 164 State House Station, Augusta, ME 04333-0164 with the requisite fees. It is important that no work commence until the permits are granted. The applicant should allow three to four weeks for review. If immediate assistance is required, call (207) 624-8744 ext. 1 to discuss the application and the time requirements.

SITING

- The site for a portable should be well drained and graded to keep water away from the unit.
- The portable should be a minimum of 20' (twenty feet) from a permanent structure.
- Students passing to and from a portable should be able to do so without interfacing with vehicular traffic.
- Surface must provide a minimum of 3,000 p.s.f. spill bearing capacity.
- Snow removal and the maintenance of clean walkways should be considered when siting portables.

- Whenever possible, clear visual site lines should be maintained.
- If the portable is to be served by sewer and water, the portable location's relationship to the main building needs to be considered.
- An early decision regarding how electrical power will be delivered to the portable should be made.
- Portables should not be placed under power lines.
- Generally speaking, an electrical service of 200 amps single phase is adequate for a two-classroom modular.
- The site plan needs to be reviewed by the local police, the local fire department, the school system's insurance carrier, and the State's Fire Marshal.
- Consideration of sources of air contamination and prevailing winds should be considered.
- Locate portables so that they do not block visual supervision of play areas whenever possible.
- Locate portables so that emergency vehicles can access them.
- Noise levels should be a factor in any portable location.

FOUNDATIONS

- Portables installed on sonar tubes are acceptable.
- Portables installed on a concrete pad, or a concrete pad with a frost wall, are acceptable and may be necessary if the portables are to be provided with water and/or sewer.
- Portables must have adequate ventilation under the unit.
- Portables placed on sonar tubes or on blocks with a concrete pad beneath should be skirted so that individuals or items do not have access below the unit.
- A modular building should be anchored to the pad in accordance with the tie-down requirements dictated by the manufacturer and by local codes.
- A portable should sit approximately 36" above level grade.

SECURITY

- Portables should be in close proximity to the school building, but not less and 20 feet.
- There should be unobstructed vision around the portable.
- There should be no shrubs, walls, barriers, etc., nearby the portables where someone could hide from view.
- There must be direct communication from the portables to the school office.
- Portables must have a telephone available.
- It is encouraged to have closed circuit television view of walkways from the portables to the school, which are monitored in the school office.
- All doors and windows must have quality locking hardware.
- Portables should be connected to the school's security system.
- Portables must have appropriate outside lighting.

FIRE SAFETY

- Portables should be wired to the main school building's fire alarm system.
- Portables must meet local and state fire codes including appropriately sized doors, escape windows, safety hardware, and visual/sound alarms.
- Portables must have posted escape routes and alternate routes for each room.
- Portables need a letter of approval from the local fire department and a permit from the State Fire Marshal.
- Portables need a minimum of 20 square feet per pupil to meet BOCA Code.

LOCAL AND STATE CODE COMPLIANCE

- Americans with Disabilities Act (ADA)
- Life Safety
- Plumbing
- Electrical
- Local codes and a Building Permit
- Building Officials and Code Administrators (BOCA)

QUALIFYING FOR STATE REIMBURSEMENT

It should be noted that to qualify for State reimbursement under the Leased Space Guidelines, a building for the purpose of either a straight rental or lease agreement must meet the following definition:

“... that is constructed on or off site and can be disassembled and moved economically to a new location.”

[1998 Rule titled Chapter 064 Maine School Facilities Program and School Revolving Renovation Fund, accepted for filing by the Secretary of State on December 28, 1998]

Eligible classroom space being purchased under a lease-purchase agreement must conform to a similar definition unless it is permanent space:

“... one or more mobile or modular buildings which are at least partially constructed off-site and which are designed to be moved to other sites with a minimum of disassembly and reassembly.”

[1989 Statute, Chapter 466, Section 3]

BUILDING SPECIFICATIONS

A sample building specification would be as follows:

STANDARD SPECIFICATIONS Two (2) Classroom Building

Building Size/Type

24' x 60' or 28' x 52' double-wide classroom building
12" outrigger frame, X-members with outriggers
3 axles, detachable hitches

Design Loads

Roof – 40 to 60 psf live snow load
Floor – 40 to 50 psf in classrooms
Wind speed – 80 to 90 as required
5B construction

Codes/Seals

State: Maine
BOCA or IBC as required by local code
ADA
Life Safety
Applicable NFPA Standards
Licensed Third Party Inspection

Floor

.040 Asphalt or 6 mil poly bottom wrap
2" x 6" floor joists, 16" o.c.
R19 fiberglass insulation
5/8" floor decking
20 oz. Commercial low level loop carpet
12" x 12" x 1/8" VCT or linoleum in vestibule or optional bath(s)

Exterior Walls

2" x 6", 16" o.c. with single top and bottom plates
1/2" vinyl covered gypsum wall surfaces
R19 kraft-faced fiberglass insulation
7/16" OSB wall sheathing
Vinyl siding and trim, white. Vinyl shutters, black.

Roof

Pitched trusses, minimum 2/12 roof pitch
Laminated (LVL) carrying beams, clear span
R30 to R-38 fiberglass insulation, as permitted by truss design
7/16" OSB. 20 year black roof shingles, over felt
Eave baffles, and vented soffets
Full dormer over front door to divert rain, vinyl gutters at rear doors
6" roof overhang, all sides. Full length ridge vent

Ceiling

1/2" sheet rock, with acoustical texture, sprayed

Interior Walls

2" x 4", 16" o.c. with single top and bottom plates
R11 unfaced fiberglass insulation
½" vinyl covered gypsum
Painted trip, white

Exterior Doors

36" insulated steel doors, painted white
Half lite vision panels
Code compliant lever sets, with panic hardware
Hydraulic closures, positive closing action on fire protected vestibule doors

Interior Doors

36" x 80" solid core, rated as required
Passage lever sets
36" x 80" hollow core doors on closets

Windows

Ten vinyl windows, energy efficient double insulated glass
12" min vinyl shutters (black), screens

Electrical

240 volt, single phase, 3-wire service; 200 amp main panel
Smoke detectors; A/C hardwired with DC backup

Lighting

4' – 2 tube diffused fluorescent, surface mounted
Wall mounted incandescent porch lights at exterior doors
Dual head emergency lights with battery packs and back-lit exit signs

Equipment

LPG (gas) or K-1 (oil fired) individual space heaters in each classroom, Monitor or similar
(2) ERV 400 cfm (minimum) air exchangers (one per classroom), Made by Air Exchange of Rockland, MA
Two coat closets, one per classroom
One 4' x 12' marker board and two 4' x 3' bulletin boards in each classroom

Plumbing (optional)

ADA compliant half bath with wall hung lavatory, mirror, toilet with grab bars
Electric hot water heater
Exhaust fan/light

For questions or additional information concerning these guidelines, please contact Ann Pinnette at the Department of Education

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